

CHELSEA PUBLIC SCHOOLS
REQUEST FOR INFORMATION
TEMPORARY GYM SPACE

The City of Chelsea, MA is publishing this Request for Information (RFI) as the City is interested in soliciting from property owners any potential site(s) for renting temporary gymnasium space, including girls' and boys' bathrooms and ancillary storage and office space in proximity (within two miles) to the Clark Avenue School, 8 Clark Avenue, Chelsea, Massachusetts. The space is needed, no later than January 1, 2017 to replace the temporary loss of physical education space at the Clark Avenue School due to the construction activities at the school. The purpose of this solicitation is to obtain preliminary information about the range of sites for a temporary school facility that may be available and as such is issued solely for information and planning purposes.

The City invites proponents to submit One (1) original copy of a Statement of Interest. Responses shall be submitted no later than Friday, April 15, 2016 at 10:00 a.m., to Chelsea City Hall, 500 Broadway – Procurement Officer Room 206. The City of Chelsea reserves the right to accept or reject any or all items specified in the Request for Information and reserves the right to waive any minor-technicalities in the preparation of site/building evaluation criteria. Responses shall include the following information (note if information is not readily available please mark as such):

Requirements

1. Approximate gym (instructional) space requirement is a floor area of 5,000 square feet (90x55.)
2. A secure space for the storage of physical education equipment, approximately 200 square feet
3. Office space, approximately 150 square feet
4. Exclusive use of the space from 7:30AM to 2:30PM
5. Availability from January 1, 2017 through March 31, 2018, with the ability to execute three one-month extensions through June 30, 2018
6. Space must meet all local ordinances and fire and building safety codes and provide 100% handicapped accessibility.
7. Walls, ceilings and floors must be above average condition, (i.e recently painted, recently installed).
8. Space must be climate controlled for all seasons.
9. Lighting must be sufficient for educational purposes.
10. Space must include a handicapped accessible bathrooms.
11. Lessor must provide all required services (utilities, trash removal, snow removal, etc.)
12. State law requires the completion of a tax disclosure and other compliance forms, copies of which are attached.

This request for information does not commit the City to contract for any supply or service whatsoever. Further, the City is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the City will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued.

Interested parties are requested to submit one Statement of Interest letter, on or before Friday, April 15, 2016 to Dylan Cook, Chief Procurement Officer. All questions shall be addressed to Dylan Cook, by email dcook@chelseama.gov or by phone at (617) 466-4225.